

## ACADEMIC SESSION

The Academic Session consists of two terms:

First term - April September

Second term - October

March

## VACATION

The following Vacation / Breaks will be observed by the School during the academic year.

Autumn - 10 days (October)

Winter - 10 days (December)

Summer - 50 days (April May)

## GENERAL

1. Pupils will not be allowed to take the term / final examination, if fees are not paid in full.
2. On no account can a Transfer Certificate be issued to a pupil whose fees have not been fully paid.
3. The fee receipt should be shown to the Class Teacher every quarter (April/July/Oct/Jan) to confirm having paid the fees.

Please note that in case the attested receipt/challan is required by the parents for the purpose of claiming reimbursement, the same to be done after due confirmation from the school accountant.

The details of fees paid by the parents / students are required to be entered in the school document.

4. If the Progress Card is lost, the matter must be reported to the Principal immediately. Fresh Progress Card will be issued on payment of ₹ 250.00 only. The parent must forward a written application to the Principal.
5. School Diary, if lost, will be available on payment of ₹ 50.00 to the school office.

## LEAVE RULES

1. No pupil should be absent without obtaining prior permission from the Principal.

2. If absence is due to illness, a certificate of fitness from the doctor must be produced on returning to school, along with the application for leave. The same must be attached with leave application
3. Leave letter must be addressed to the Class Teacher
4. Attendance till the last day of a term is compulsory. Request for permission to leave before that date or extension of the holiday after the commencement of a new term will be entertained only in cases of emergency. Pupils absent on the last day of a term or on the first day of a new term are liable to be struck off the rolls
5. Children missing tests / examinations to participate in sports activities, NCC and co-curricular activities and representing the School or participating at the District, State, National and International levels will, however, receive consideration
6. Repeated absence without leave or unexplained absence for more than three days is liable to result in the name of the pupil being struck off the rolls. Re-admission in such cases may be granted, subject to vacancy and only on payment of all dues.
7. Parents are requested not to take their children away from School during working hours. Sending applications for attending social functions will not be entertained.

## **ASSESSMENT METHODOLOGY AND PROMOTION RULES**

Promotion will be based on the weightage of the whole year's performance.

1. **Minimum Attendance For Annual Examination:** A student will not be allowed to appear in the annual examination if he/ she has not put in a minimum of 75 % of the total attendance of the academic session, including attendance in the previous school, if the student has been admitted on transfer
2. Assessment of both Scholastic and Co-Scholastic aspects of development over the total span of learning time is done on a regular basis
3. It provides several opportunities for the School to identify the talent of the learners at different times
4. Promotion is based on the day to day work of the student throughout the year and also on the performance in the terminal examination

## **CHANGE IN NAME / DATE OF BIRTH**

The number of requests for change in name / date of birth are on the increase and C.B.S.E. does not entertain such requests. Therefore, at the time of admission parents are requested to give the correct name and date of birth of the pupil. Thereafter, requests for change in these two documents will not be entertained or accepted.

## **OPEN HOUSE**

Without the full co-operation of the home, education of the child remains incomplete. In order to promote this, open house meetings are arranged after every Periodic Test / Terminal Examination, for all parents to interact with the teachers. Dates and timings are given in the Calendar of events. Parents are requested to avail this opportunity to come and interact with the school staff on all aspects of their ward's welfare from time to time, not only in academics but in other fields also.

## **RULES FOR ONLINE SAFETY**

1. Do not give out personal information such as your address, telephone number, parents' work address/telephone number without your parents' permission.
2. You should tell your parents right away if you come across something that makes you feel uncomfortable
3. You should never agree to get together with someone you "met" online. Remember that not everyone online is who they say they are.
4. Talk with your parents about posting pictures or videos of yourself or others online and do not post any pictures your parents consider to be inappropriate. Think carefully before sharing pictures and videos of yourself or others online. Most of the pictures can be seen by several people who may download your images to use on unwanted sites.
5. Do not respond to any messages that are mean or in any way make you feel uncomfortable. Tell your parents right away. If you feel you are being bullied, tell your parents or teachers right away. Remember, it is not your fault
6. Talk with your parents so that you can set up rules for going online and using a mobile phone. You will not access other areas or break these rules without their permission
7. Do not give out your passwords to anyone (even your best friends) other than your parents
8. Check with your parents before downloading or installing software or doing anything that could possibly hurt your computer or mobile device or jeopardize your family's privacy
9. Be a responsible and good online citizen and not do anything that hurts other people or is against the law
10. Try not being on the social media sites until you are over the age limit. Register in social media sites only if your parents approve. Keep your privacy settings as high as possible.

## WHAT PARENTS CAN DO

1. Establish limits regarding which online sites children may visit and for how long
2. Remember that Internet technology can be mobile, so make sure to monitor cell phones, gaming devices, and laptops
3. Surf the Internet with your children and let them show you what they like to do online
4. Know who is connecting with your children online and set rules for social networking, instant messaging, e-mailing, online gaming, and using webcams.
5. Have frequent conversations with your children about online safety
6. Do not allow your children to be on social networking sites if they are not of the appropriate age. Read up about the site they want to be on, keep their privacy settings high, explain the rules to them and monitor their friends list, updates, images and the videos they are posting & viewing
7. Report any unpleasant events. If needed, lodge a complaint with the cyber crime cell.  
(Information and link given at the end of this post)

## RULES FOR MOBILE PHONE SAFETY

1. Students are requested to not reply to a text from someone they don't know
2. Do not respond to strange or nasty messages that you receive. Keep the messages you have been sent so that you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive.
3. Don't answer calls from blocked numbers or numbers you don't recognize
4. Block the numbers which are sending you nasty messages
5. Don't give your mobile number to someone you don't know
6. Don't send pictures to someone you don't know
7. If the problem is serious, you can report it to your parents, teachers or the Cyber Crime Cell. The Cyber Crime Cell was started at the Criminal Investigation Department (CID) Headquarters, Bangalore to deal with Cyber Crimes,